

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SCHOOL BUS AIDE – MONITOR**

Jurisdictional Class: **Labor**

Date Adopted: **December 11, 2000**

Date Revised:

Jurisdictions: **School Districts**

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for assisting the School Bus Driver in the transportation of students and for assisting teachers and non-teaching personnel in routine non-teaching duties, including pupil supervision. The incumbent assists students on and off school buses and across highways and streets and secures children in their seats. Incumbent may perform routine tasks and/or supervise and care for children. The work is performed under direct or general supervision of the School Bus Driver or a member of the teaching staff, depending on assignment and school policy. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists children across streets or highways;

Loads and unloads children from school buses and other school vehicles;

Maintains order on the school bus or other school vehicles;

Secures the children with safety belts in their seats;

Assists teachers in supervising recreation and lunch periods, study halls, playgrounds and/or other areas of the school facility;

Inspects book bags, knapsacks and lockers in accordance with district policy;

Monitors activities in buildings and on grounds for unusual behavior, parcels or other objects and alerts supervisors or other designated authority of any suspicious activity or objects;

Maintains proper student discipline;

Informs children about safety regulations and practices;

May assist children with wearing apparel;

May perform simple clerical duties under close supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and procedures of assisting students on and off school bus transportation; good knowledge of safety practices and precautions when assisting students and children across highways and streets; ability to assist students on and off buses; ability to get along well with children and command their respect; ability to maintain discipline on buses; ability to explain safety regulations and other regulations and practices to students; familiarity with classroom routine; good powers of observation; good judgment.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENTS: All School Bus Aide-Monitors shall be at least 19 years of age.